



Department of Medical Assistance Services  
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[www.dmas.state.va.us](http://www.dmas.state.va.us)

# MEDICAID PROVIDER MANUAL UPDATE

**TO:** All Rehabilitative Services providers participating in the Virginia Medical Assistance Program, Managed Care Organizations providing services to Virginia Medicaid recipients, and all holders of the *Rehabilitation* Medicaid provider manual

**FROM:** Patrick W. Finnerty, Director  
Department of Medical Assistance Services

**SUBJECT:** Update to Second Edition of the *Rehabilitation* Provider Manual

**UPDATE:** R-01-03

**DATE:** 3/14/2003

The purpose of this memorandum is to notify you of changes to your provider manual. The attached table shows the changes to the manual. Please download the new pages to insert in your manual and retain the attached table.

The amendments to Chapter II: (1) change the reference to HCFA to CMS; (2) update the "Program Information" section replacing all references to the DMAS-162 with the Mailing Suspension Request form; and (3) replace the sample DMAS-162 form with the current Mailing Suspension Request form in the "Exhibits" section.

The amendments to Chapter IV: (1) clarify the 72 hour requirement to request preauthorization through WVMI for intensive rehabilitation providers; (2) deletes the DMAS-125 Rehabilitation Treatment Authorization form and references thereto, as the fax cover sheet used by WVMI will continue to be utilized; (3) update the mailing address for WVMI; (4) include the staff qualifications needed to provide cognitive rehabilitation to recipients receiving intensive rehabilitation; (5) clarify that admissions for evaluation and/or training solely for vocational or educational purposes or for developmental or behavioral assessments are not covered outpatient rehabilitation services; (6) clarify the 21-day physician signature requirement for plans of care; (7) include a section on Home Therapies for clarification; (8) delete references to school divisions, as school divisions have a separate manual that is applicable specifically to services provided by school divisions; and (9) include formatting changes.

The amendments to Chapter V: (1) update the Table of Contents; (2) add clarifying language to ICD-9 Codes with regard to locator number 80; and (2) change the current local billing codes to the corresponding national billing codes. Providers may begin use of the national billing codes for dates of service on or after July 1, 2003; however, these codes should not be used prior to July 1, 2003. Effective for dates of service after October 15, 2003, national billing codes must be used on all invoices. Claims submitted with local codes with dates of service after October 15, 2003, will be denied. A local/national billing code crosswalk is available on the DMAS website.

Memorandum: Special

March 14, 2003

Page 2

The amendments to Chapter VI: (1) clarify documentation requirements for intensive rehabilitation disciplines, specifically, that the “discharge disposition/plan” is a component of the plan of care development, to reinforce the need of each discipline to address the discharge-planning component when developing their plans of care; (2) update information regarding utilization and review; and (3) add certain DMAS telephone and facsimile numbers for provider reference.

Appendix B has been revised to reinsert the DMAS administrator/owner compensation fees that are effective for cost reporting periods ending in calendar year 2002 for reference purposes. The DMAS administrator/owner compensation fees that are effective for cost reporting periods ending in calendar year 2003 were provided in a previous update.

Please review these changes carefully.

### **COPIES OF MANUALS**

DMAS publishes copies of its provider manuals and provider manual up-date transmittals on its website at [www.dmas.state.va.us](http://www.dmas.state.va.us). The provider manuals and transmittals can be viewed on and printed from the website. The transmittals describe the updated materials and manual chapters and pages revised. For a list of updates, click on “up-date transmittals” in the “Provider Manuals” column. If you do not have access to the Internet, or would like a paper copy of a manual, you can order these by contacting Commonwealth-Martin at 804-780-0076. A fee will be charged for the printing and mailing of the manuals and manual updates requested.

### **“HELPLINE”**

The “HELPLINE” is available Monday through Friday from 8:30 a.m. to 4:30 p.m., except State holidays, to answer questions. The “HELPLINE” numbers are:

786-6273	Richmond area
1-800-552-8627	All other areas

Please remember that the “HELPLINE” is for provider use only.

Attachment (1)

**REHABILITATION MANUAL**  
**REVISION CHART**  
**March 14, 2003**

**SUMMARY OF REVISIONS**

<b>MANUAL SECTION</b>	<b>MATERIAL REVISED</b>	<b>NEW PAGE NUMBER(S)</b>	<b>REVISED PAGE(S)</b>	<b>REVISION DATE</b>
Chapter II	Table of Contents, pages 1, 8, and page 3 of the "Exhibits" section		Table of Contents, pages 1, 8, and page 3 of the "Exhibits" section	3/15/2003
Chapter IV	Table of Contents, pages 2, 4, 6-8, and 14 - 32	Pages 8.1, 33, and 34	Table of Contents, pages 2, 4, 6 - 8, and 14 - 32	3/15/2003
Chapter V	Pages 8 - 20		Pages 8 - 20	3/15/2003
Chapter VI	Table of Contents, and Pages 1-19		Table of Contents, and Pages 1-19	3/15/2003
Appendix B		Page 2		3/15/2003

**FILING INSTRUCTIONS**

<b>MANUAL SECTION</b>	<b>DISCARD</b>	<b>INSERT</b>	<b>OTHER INSTRUCTIONS</b>
Chapter II	Table of Contents, pages 1, 8, and page 3 of the "Exhibits" section	Table of Contents, pages 1, 8, and page 3 of the "Exhibits" section	
Chapter IV	Old Table of Contents, pages 2, 4, 6 - 8, 14 - 32, and pages 1-4 of the "Exhibits" section	New Table of Contents, pages 2, 4, 6 - 8.1, and 14 - 34	
Chapter V	Pages 8 - 20	Pages 8 - 20	
Chapter VI	Table of Contents, and Pages 1-19	Table of Contents, and Pages 1-19	
Appendix B		Page 2	